



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
7th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0380

TIMOTHY K. WEBB, Ed.D.
COMMISSIONER

**LEA COMPREHENSIVE APPLICATION FOR
SPECIAL EDUCATION SERVICES**

Tennessee Code Annotated §49-10-302
Public Law 94-142, as amended
Public Law 105-17, as amended
Public Law 108-446

Compliance Assurance and Statistical Information **July 1, 2009 – September 30, 2010**

School System: Bristol Tennessee City Schools

Director of Schools: Dr. Gary Lilly

Signature

Date

E-Mail Address: lillyg@btcs.org

Name of Program Contact Person: Dr. Kyle Evans

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Bristol, TN 37620

TO BE COMPLETED BY THE STATE DEPARTMENT OF EDUCATION

Amount of IDEA, Part B Funds Approved: \$ 803,889.74

Permissive Use of Funds
Requested for:

Amount of Preschool Grant Funds Approved: \$ 20,380.60

A B C

Signature (Authorized State Department of Education Official)

Date

**COMPLIANCE ASSURANCE
And
STATISTICAL INFORMATION
For
SCHOOL YEAR 2009-2010**

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COMPLIANCE ASSURANCES FOR USE OF IDEA FUNDS

The applicant hereby certifies to the Commissioner of Education that the representation made in this application properly reflects the projected pupils, personnel, and expenditures to be incurred in the operation of the special education program for pupils with disabilities conducted within the school system, that the expenditures for services and goods will be made exclusively for the benefit of pupils which meet the eligibility criteria established by the Department of Education, and that personnel assignments and other documentation of expenses will be readily available for audit. All records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the State Department of Education.

The Local Education Agency (LEA) hereby assures the State Education Agency (SEA) that the LEA meets each of the following conditions:

1. Special Education and Related Services will be provided in compliance with the established Tennessee Rules, Regulations & Minimum Standards.
2. The LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §612.
 - a. A free appropriate public education (FAPE) is available to all children with disabilities, as defined under §602(3) and who have a current individual education program (IEP), residing in the State between the ages of 3 through 21, inclusive, including children with disabilities who have been suspended or expelled from school. 612(a)(1)
 - b. The LEA has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. 612(a)(2)
 - c. All children with disabilities residing in the LEA, including children with disabilities who are homeless children, or are wards of the State, and children with disabilities attending private schools within the LEAs jurisdiction, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. 612(a)(3)
 - d. An individualized education program (IEP), or an individualized family service plan (IFSP), that meets the requirements of section 636(d), is developed, reviewed and revised for each child with a disability in accordance with section 614(d). 612(a)(4)
 - e. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 612(a)(5)(A)
 - f. Children with disabilities and their parents are afforded the procedural safeguards required by §615. 612(a)(6)
 - g. Children with disabilities are evaluated in accordance with subsections (a) through (c) of § 614. 612(a)(7)
 - h. LEAs will comply with §617(c) relating to the confidentiality of records and information. 612(a)(8)
 - i. Children participating in early intervention programs assisted under Part C, and who will participate in preschool programs will experience a smooth and effective transition consistent with §637(a)(9). LEAs will participate in transition planning conferences arranged by the Lead Agency under §635(a)(10) and an IEP or, if consistent with sections 614(d)(2)(B) and 636(d), and IFSP will be developed and implemented by the third birthday. 612(a)(9)
 - j. Ensure that all requirements under §612(a)(10) regarding Children In Private Schools are being carried out in a manner consistent with the statute.
 - k. Ensure that all requirements under T.C.A. §49-10-107, T.C.A. §49-10-305 and T.C.A. §49-10-701, regarding Contracts for Special Education Services are being carried out in a manner consistent with the statute.
 - l. The LEA shall ensure that all personnel necessary to carry out this part are appropriately and adequately prepared, subject to the requirements of § 612(a)(14) and § 2122 of the Elementary and Secondary Education Act of 1965. 613(a)(3)

LEA: Bristol Tennessee City Schools

- m. This LEA will either choose to coordinate with the National Instructional Materials Access Center when purchasing print instructional materials in accordance with section 612(a)(23) or will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. 613(a)(6)
3. The LEA shall provide the SEA with information necessary to enable the SEA to carry out its duties under this part, including, with respect to Sections 612(a)(15) and 612 (a)(16), information relating to the performance of children with disabilities participating in programs carried out under this part. 613(a)(7)
 4. The LEA shall make available to parents of children with disabilities and to the general public all documents relating to the eligibility of such agency under this part. 613(a)(8)
 5. The LEA shall cooperate under section 1308 of the Elementary and Secondary Education Act of 1965 to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding such children. 613(a)(9)
 6. Subject to section 613(b)(3), the LEA application submitted to the SDE shall remain in effect until the LEA submits to the SDE such modifications as the LEA determines necessary. 613(b)(2)
 7. Ensure that all requirements under §613(a)(5) regarding treatment of Charter Schools and their students are being carried out in a manner consistent with the statute.
 8. Children with disabilities served with IDEA funds shall be counted in the same manner as children without disabilities to supplement the academic program funds earned and paid from the Basic Education Program. TRR&MS 0520-1-9-.03 (3)(a)
 9. Funds provided under IDEA will be used to pay the excess cost of providing special education and related services to children with disabilities; shall be used to supplement the State, Local and other Federal funds and not to supplant such funds; and shall not be used, except as provided in §613(a)(2)(B)-(C) to reduce the level of expenditures. §613(a)(2)(A) and §612(a)(17), TRR&MS 0520-1-9-03(2)(k)(4)
 10. According to Rule 0520-1-9-14(6)(a), procedures for providing an independent education evaluation (IEE) upon parental request have been submitted and approved to the Department of Education. Any future revision to the IEE procedure will be submitted to the Department for approval.
 11. According to TCA 9-1-104 (a) & (b) *Maximum class size*, our LEA case load and class size standards have been submitted and approved by the Department. There have been no changes since the original submission. (The State will review LEA caseload and class size standards for compliance.) Any future LEA updates or revisions will be submitted to the Division of Special Education for approval and for reference purposes.
 12. Children with disabilities served with IDEA funds have at least the same average amount spent on them, from sources other than Part B, as do the children in the school system taken as a whole. TRR&MS 0520-1-9-.03 (3)(a)(b)

Signature of Director of Schools

Date

**A. Children With Disabilities To Receive
Free Appropriate Public Education Services from the School System
2008-2009**

DISABILITY	(1) Within School System		(2) Contractual Agreement		(3) Total to Receive FAPE		(4) # Receiving Special Transportation		(5) # Private School Students Placed by LEA Receiving Services		Placed by P		(6) # Private School Students Placed by Parents within system	(6) # Private School Students Placed by LEA
											3-5	6-21		
	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21		
Autism	0	26	0	0	0	26	0	6	0	0	0	0	0	
Blind	0	0	0	0	0	0	0	0	0	0	0	0	0	
Deaf-Blindness	0	0	0	0	0	0	0	0	0	0	0	0	0	
Deafness	0	0	0	0	0	0	0	0	0	0	0	0	0	
Developmental Delay	37	41	0	0	37	41	17	11	0	0	1	0		
Emotional Disturbance	0	29	0	0	0	29	0	0	0	0	0	0	0	
Hearing Impairments	0	7	0	0	0	7	0	0	0	0	0	0	2	
Intellectually Gifted	1	22	0	0	1	22	0	0	0	0	0	0	2	
Language Impairments	8	51	0	0	8	51	0	1	0	0	0	0	1	
Mental Retardation	0	55	0	0	0	55	0	27	0	0	0	0	0	
Multiple Disabilities	0	8	0	0	0	8	0	3	0	0	0	0	0	
Orthopedic Impairments	0	3	0	0	0	3	0	1	0	0	0	0	0	
Other - Functional Delay	0	38	0	0	0	38	0	3	0	0	0	0	0	
Other - Health Impairments	0	74	0	0	0	74	0	8	0	0	0	0	0	
Specific Learning Disabilities	0	183	0	0	0	183	0	6	0	0	0	0	0	
Speech Impairment	28	110	0	0	28	110	0	0	0	0	10	3		
Traumatic Brain Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	
Visual Impairments	0	6	0	0	0	6	0	1	0	0	0	0	0	
TOTAL	74	653	0	0	74	653	17	67	0	0	11	8		

Grand Total **727**

B.1 OPTIONS TO BE PROVIDED AGES 3 – 5*

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8**	OPTION 9	OPTION 10	TOTAL
13	55	2	2	26		1				99

B.2 OPTIONS TO BE PROVIDED AGES 6 -21*

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6**	OPTION 7	OPTION 8**	OPTION 9	OPTION 10	TOTAL
183	143	125	66	47	17	60	10		2	653

* This is a **duplicated count** and should reflect both primary and one secondary option of service.

** For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.

***Since Option 8 includes 2 related services, students reported in Option 8 should not be reported in another Option.

Do not place 0's in columns with no students.

C. FINANCIAL INFORMATION

1. PERMISSIVE USE OF FUNDS

AFTER reading the requirements on the corresponding form, please answer yes or no to each of the following items (A, B, and C). Any yes response requires completion of a corresponding form that follows. If no is answered on all three items, continue completing the application and disregard the attached forms for these permissive programs.

YES X _____

- A. Adjustment to Local Effort in Certain Fiscal Years.** IDEA 04 allows a LEA to reduce state and local maintenance of effort by up to 50% of the increase in IDEA funds from the previous year if those funds are used to provide activities authorized under ESEA. If the LEA wishes to reduce MOE, it must use the attached form to calculate the maximum amount available for this purpose (Page 5A) and indicate how these funds will be used (Page 5A(1)).

There are limitations to this adjustment. If the LEA is also electing to take funds under Coordinated Early Intervening Services, this reduces the amount of funds available for the reduction of MOE. Also, any LEA identified as not meeting requirements in the State's APR, is prohibited by law from reducing its maintenance of effort figures.

_____ No x

- B. Permissive Use of IDEA funds for Schoolwide Program.** IDEA allows a LEA to use funds to carry out a schoolwide program under Section 1114 of ESEA. If an applicant utilizes these funds, you will report the designated amount for each school and ensure that excess cost and service requirements are met. *(Use form on Page 5B)*

No X

- C. Permissive Use of IDEA funds for Coordinated Early Intervening Services.** IDEA allows a LEA to use up to 15% of funds, in combination with other amounts (other than education funds), to develop and implement Coordinated Early Intervening Services, which may include interagency financing structures, for students in kindergarten through grade 12 (with particular emphasis on students in kindergarten through grade 3) who have **not been identified** as needing special education or related services but who need additional academic and behavioral **support to succeed in a general education environment.** *(Use form on Page 5C)*

NOTE: If an LEA is determined to have significant disproportionality based on race and ethnicity utilizing state criteria, the LEA must utilize Coordinated Early Intervening Services (Section 618 (d)(2)(B)). The amount expended by an LEA under Coordinated Early Intervening Services shall count toward the maximum amount of expenditures such LEAs may reduce in Item "A" *Adjustment to Local Effort* (above).

LEA: Bristol Tennessee City Schools

A. Use of IDEA Funds as Local Funds

For any fiscal year for which the federal allocation received by a LEA under Section 611(f) *Subgrants to LEAs* exceeds the amount the LEA received for the previous FY, the LEA may reduce the level of expenditures otherwise required by Section 613(a)(2)(A)(iii) by not more than 50% of the excess.

Section 613(a)(2)(C)(i) 300.205

If the LEA chooses to use these funds, the LEA shall use an amount of local funds equal to the reduction in expenditures under clause (i) above, to carry out activities authorized under the Elementary and Secondary Act of 1965. Section 613(a)(2)(C)(ii) 300.205(a)

If the SEA determines that the LEA is unable to establish and maintain programs of free appropriate public education that meet the requirements of Section 613(a) or the SEA has taken action against the LEA under section 616 *Monitoring, Technical Assistance and Enforcement*, the SEA shall prohibit the LEA from reducing the level of expenditures under clause (i) above for that fiscal year.
Section 613(a)(2)(C)(iii)

The amount of funds expended by a LEA under subsection (f) *Coordinated Early Intervening Services*, shall count toward the maximum amount of expenditures such LEAs may reduce under clause (i) above.
Section 613(a)(2)(C)(iv)

If a SEA determines that an **LEA is not meeting the requirements of Part B, including the targets in the state's performance plan, the SEA shall prohibit the LEA from reducing its MOE under Section 613(a)(2)(C) for any fiscal year.** Section 616(f)

1.	Estimated/final IDEA allocation for this year:	\$1,747,270.08
2.	Actual IDEA final allocation for last year:	\$736,526.00
3.	Difference (line 1 – line 2) if >0:	\$1,010,744.08
4.	Line 3 X 50%	\$
		X50
5.	Maximum available for use as local funds:	\$505,372.04
6.	Amount used if less than line 5:	\$318,060.00

If the LEA is also requesting to use funds for Coordinated Early Intervening Services, include calculation below:

7.	Amount given in line 6:	\$318,060.00
8.	Subtract amount to be spent on page 5C: From ARRA Application	\$25,000
9.	Amount available for Item "A" to use as local funds:	293,060.00

* If the Early Intervening amount is more than the amount in line 5 or 6 on this form, Early Intervening will cancel out the local funds reduction. If Early Intervening amount is less, the difference may be taken under Form "A"

BUDGET AND JUSTIFICATIONS

IDEA Funds To Be Used As Local Funds

[illegible]

GIVE THE ESEA PROGRAM UNDER WHICH FUNDS WILL BE USED:

Account No.	Expenditure Item	Justification
71100722	Instructional Equipment	Impact Aid: To be used for purchasing computers and other instructional equipment such as Promethean Boards, Projectors, Clickers (Student Response Devices), Document Cameras, Digital Video Recorders, Printers
72710729	Transportation	Impact Aid: Purchase used buses to provide transportation for Pre-School students.

C. FINANCIAL INFORMATION**2. Estimated Expenditures**
Education for Students with Disabilities

ACCOUNT NO 71200	EXPENDITURES INSTRUCTION (71000) SPECIAL EDUCATION PROGRAM (71200)	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
116	Teachers	1,036,213.00	22.00	160,260.00	3.75		
117	Career Ladder Program	10,525.00	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
127	Career Ladder Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
128	Homebound Teachers	18,500.00	0.50				
162	Clerical Personnel						
163	Educational Assistants	187,270.00	13.50	383,510.00	33.00	18,932.00	1.50
171	Speech Pathologist			30,960.00	0.70		
189	Other Salaries & Wages (Specify)*						
195	Certified Substitute Teachers	3,000.00	0.19	1,000.00	0.06		
198	Non-Certified Substitute Teachers	17,500.00	1.09	4,000.00	0.25		
201	Social Security	78,926.00	XXXXXXXX	35,944.74	XXXXXXXX	1,173.60	XXXXXXXX
204	State Retirement	61,500.00	XXXXXXXX	18,932.00	XXXXXXXX		XXXXXXXX
206	Life Insurance	1,112.00	XXXXXXXX	292.00	XXXXXXXX		XXXXXXXX
207	Medical Insurance	108,568.00	XXXXXXXX	33,210.00	XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare	18,459.00	XXXXXXXX	8,406.00	XXXXXXXX	275.00	XXXXXXXX
299	Other Fringe Benefits (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
310	Contracts With Other Public Agencies	2,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
311	Contracts With Other School Systems		XXXXXXXX		XXXXXXXX		XXXXXXXX
312	Contracts With Private Agencies	2,500.00	XXXXXXXX	50,000.00	XXXXXXXX		XXXXXXXX
322	Evaluation & Testing		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance And Repair Services - Equipment	500.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
356	Tuition		XXXXXXXX		XXXXXXXX		XXXXXXXX
369	Contracts for Substitute Teachers - Certified		XXXXXXXX		XXXXXXXX		XXXXXXXX
370	Contracts for Substitute Teachers - Non-		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services (Specify)*		XXXXXXXX	2,000.00	XXXXXXXX		XXXXXXXX
429	Instructional Supplies & Materials	10,000.00	XXXXXXXX	20,000.00	XXXXXXXX		XXXXXXXX
449	Textbooks		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials (Specify)*	5,000.00	XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
535	Fee Waivers		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
725	Special Education Equipment	28,000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
71200	TOTAL EXPENDITURES	1,589,573.00	XXXXXXXX	749,514.74	XXXXXXXX	20,380.60	XXXXXXXX

Special Education Expenses Only
 FTE Positions: Full time equivalency – **use two decimals**.
 Line item substitutions or additions shall **NOT** be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks

TRR&MS 0520-1-9-.03 (2) (k) (7)
 0520-1-9-.03 (1) (k) (2)
 EDGAR Sect 80.20 (a) (2)
 (Subpart C (b) (4))

***Note: "Specify" on Justification Page**

C. FINANCIAL INFORMATION (Continued)
2. Estimated Expenditures
Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72120	SUPPORT SERVICES (72000) STUDENTS (72100) HEALTH SERVICES (72120)						
131	Medical Personnel			25,353.00	0.50		
189	Other Salaries & Wages (Specify) *	52,512.00	1.30				
201	Social Security	3,257.00	XXXXXXXX	1,572.00	XXXXXXXX		XXXXXXXX
204	State Retirement	3,371.00	XXXXXXXX	1,582.00	XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare	762.00	XXXXXXXX	368.00	XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services-Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services (Specify) *		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
413	Drugs & Medical Supplies		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials (Specify) *	500.00	XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
735	Health Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72120	TOTAL EXPENDITURES	60,402.00	XXXXXXXX	30,375.00	XXXXXXXX	0.00	XXXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – **use two decimals.**Line item substitutions or additions shall **NOT** be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

***Note: “Specify” on Justification Page**

C. FINANCIAL INFORMATION (Continued)
2. Estimated Expenditures
Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
7 2 1 3 0	SUPPORT SERVICES (72000)						
	STUDENTS (72100)						
	OTHER STUDENT SUPPORT (72130)						
117	Career Ladder Program		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
123	Guidance Personnel						
124	Psychological Personnel						
127	Career Ladder - Extended Contracts		XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
130	Social Workers						
135	Assessment Personnel						
161	Secretary(s)						
162	Clerical Personnel						
164	Attendants						
170	School Resource Officers						
189	Other Salaries & Wages (Specify)*						
201	Social Security		XXXXXXX		XXXXXXX		XXXXXXX
204	State Retirement		XXXXXXX		XXXXXXX		XXXXXXX
206	Life Insurance		XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance		XXXXXXX		XXXXXXX		XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare		XXXXXXX		XXXXXXX		XXXXXXX
299	Other Fringe Benefits (Specify)*		XXXXXXX		XXXXXXX		XXXXXXX
307	Communication		XXXXXXX		XXXXXXX		XXXXXXX
309	Contracts with Government Agencies		XXXXXXX		XXXXXXX		XXXXXXX
311	Contracts with other School Systems		XXXXXXX		XXXXXXX		XXXXXXX
322	Evaluation & Testing	5,000.00	XXXXXXX	1,000.00	XXXXXXX		XXXXXXX
330	Operating Lease Payment		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance & Repair Services-Equip		XXXXXXX		XXXXXXX		XXXXXXX
348	Postal Charges		XXXXXXX		XXXXXXX		XXXXXXX
355	Travel		XXXXXXX		XXXXXXX		XXXXXXX
399	Other Contracted Services (Specify)*		XXXXXXX		XXXXXXX		XXXXXXX
499	Other Supplies & Materials (Specify)*	4,000.00	XXXXXXX	1,000.00	XXXXXXX		XXXXXXX
524	In-service/Staff Development		XXXXXXX		XXXXXXX		XXXXXXX
599	Other Charges (Specify)*		XXXXXXX		XXXXXXX		XXXXXXX
790	Other Equipment (Specify)*		XXXXXXX		XXXXXXX		XXXXXXX
7 2 1 3 0	TOTAL EXPENDITURES	9,000.00	XXXXXXX	2,000.00	XXXXXXX	0.00	XXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – **use two decimals.**Line item substitutions or additions shall **NOT** be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

***Note: “Specify” on Justification Page**

C. FINANCIAL INFORMATION (Continued)

2. Estimated Expenditures
Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72220	SUPPORT SERVICES (72000)						
	INSTRUCTIONAL STAFF (72200)						
	SPECIAL EDUCATION PROGRAM STAFF (72220)						
105	Supervisor/Director	46 743.00	0.50				
117	Career Ladder Program	1 000.00	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
124	Psychological Personnel	49 400.00	1.00				
127	Career Ladder Extended Contracts		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
135	Assessment Personnel						
161	Secretary(s)	31 222.00	1.00				
162	Clerical Personnel						
171	Speech Pathologist (Supervisory)						
189	Other Salaries & Wages (Specify)*						
196	In-Service Training		XXXXXXXX		XXXXXXXX		XXXXXXXX
201	Social Security	7 959.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement	11 617.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance	154.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance	18 160.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare	1 861.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication	3 500.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
308	Consultants	1 000.00	XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
336	Maintenance & Repair Services -Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX	100.00	XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX	400.00	XXXXXXXX		XXXXXXXX
399	Other Contracted Services (Specify)*		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials (Specify)*	1 000.00	XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX	20 000.00	XXXXXXXX		XXXXXXXX
599	Other Charges (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
790	Other Equipment (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
72220	TOTAL EXPENDITURES	173,616.00	XXXXXXXX	21,500.00	XXXXXXXX	0.00	XXXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

***Note: “Specify” on Justification Page**

C. FINANCIAL INFORMATION (continued)
2. Estimated Expenditures for Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72710	SUPPORT SERVICES (72000)						
	STUDENT TRANSPORTATION (72700)						
	TRANSPORTATION (72710)						
105	Supervisor/Director						
142	Mechanic(s)						
146	Bus Drivers						
162	Clerical Personnel						
189	Other Salaries & Wages (Specify)*						
196	In-Service Training						
201	Social Security		XXXXXXXX		XXXXXXXX		XXXXXXXX
204	State Retirement		XXXXXXXX		XXXXXXXX		XXXXXXXX
206	Life Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
207	Medical Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
208	Dental Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
210	Unemployment Compensation		XXXXXXXX		XXXXXXXX		XXXXXXXX
212	Employer Medicare		XXXXXXXX		XXXXXXXX		XXXXXXXX
299	Other Fringe Benefits (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
307	Communication		XXXXXXXX		XXXXXXXX		XXXXXXXX
311	Contracts with Other School Systems		XXXXXXXX		XXXXXXXX		XXXXXXXX
312	Contracts with Private Agencies		XXXXXXXX		XXXXXXXX		XXXXXXXX
313	Contracts with Parents		XXXXXXXX	500.00	XXXXXXXX		XXXXXXXX
314	Contracts with Public Carriers		XXXXXXXX		XXXXXXXX		XXXXXXXX
315	Contracts with Vehicle Owners		XXXXXXXX		XXXXXXXX		XXXXXXXX
329	Laundry Service		XXXXXXXX		XXXXXXXX		XXXXXXXX
330	Operating Lease Payments		XXXXXXXX		XXXXXXXX		XXXXXXXX
338	Maintenance & Repair Service -		XXXXXXXX		XXXXXXXX		XXXXXXXX
340	Medical & Dental Services		XXXXXXXX		XXXXXXXX		XXXXXXXX
348	Postal Charges		XXXXXXXX		XXXXXXXX		XXXXXXXX
351	Rentals		XXXXXXXX		XXXXXXXX		XXXXXXXX
355	Travel		XXXXXXXX		XXXXXXXX		XXXXXXXX
399	Other Contracted Services (Specify)		XXXXXXXX		XXXXXXXX		XXXXXXXX
412	Diesel Fuel		XXXXXXXX		XXXXXXXX		XXXXXXXX
418	Equipment & Machinery Parts		XXXXXXXX		XXXXXXXX		XXXXXXXX
424	Garage Supplies		XXXXXXXX		XXXXXXXX		XXXXXXXX
425	Gasoline		XXXXXXXX		XXXXXXXX		XXXXXXXX
433	Lubricants		XXXXXXXX		XXXXXXXX		XXXXXXXX
450	Tires & Tubes		XXXXXXXX		XXXXXXXX		XXXXXXXX
453	Vehicle Parts		XXXXXXXX		XXXXXXXX		XXXXXXXX
499	Other Supplies & Materials (Specify)		XXXXXXXX		XXXXXXXX		XXXXXXXX
511	Vehicle & Equipment Insurance		XXXXXXXX		XXXXXXXX		XXXXXXXX
524	In-Service/Staff Development		XXXXXXXX		XXXXXXXX		XXXXXXXX
599	Other Charges (Specify)*		XXXXXXXX		XXXXXXXX		XXXXXXXX
701	Administration Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
729	Transportation Equipment		XXXXXXXX		XXXXXXXX		XXXXXXXX
72710	TOTAL EXPENDITURES	0.00	XXXXXXXX	500.00	XXXXXXXX	0.00	XXXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

***Note: “Specify” on Justification Page**

C. FINANCIAL INFORMATION (continued)**3. Estimated Expenditure Summary
Education for Students with Disabilities**

ACCOUNT SERIES	EXPENDITURES	GENERAL PURPOSE FUND	IDEA	PRESCHOOL
71150	Alternative Schools			
71200	Special Education Program	1,589,573.00	749,514.74	20,380.60
72120	Health Services	60,402.00	30,375.00	
72130	Other Student Support	9,000.00	2,000.00	
72215	Alternative Instruction Program			
72220	Special Education Program Staff	173,616.00	21,500.00	
72410	Office of Principal			
72710	Transportation		500.00	
99100-590	Transfer Out of Funds: Indirect Cost *	XXXXXXXX		
99100-590	Permissive Use of Funds:	XXXXXXXX	XXXXXXXX	XXXXXXXX
	A. Adjustment to Local Effort	-293,060.00	XXXXXXXX	XXXXXXXX
	B. School Wide	XXXXXXXX		XXXXXXXX
	C. Early Intervening Services	XXXXXXXX		XXXXXXXX
TOTAL EXPENDITURES		1,832,591.00	803,889.74	20,380.60

Indirect Cost Rate: 1.40**Note: Subtract out all expenditures for equipment prior to determining indirect cost amounts.****Do Not include any "Permissive Use of Funds" expenditures when determining indirect cost amounts.****GENERAL PURPOSE FUND TOTAL SHALL MATCH TOTAL ON PAGE 16C**

X	IDEA, PART B		PRESCHOOL GRANT
----------	---------------------	--	------------------------

THIS INCLUDES EQUIPMENT HAVING A USEFUL LIFE OF MORE THAN ONE YEAR **AND** AN ACQUISITION COST OF **\$5,000.00** OR MORE PER UNIT.

DUPLICATE FORM AS NEEDED (COMPUTE GRAND TOTAL MANUALLY)

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Bristol Tennessee City Schools

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
x	116	Teachers	To pay for teachers working with SE students	
	128	Homebound Teachers		
	162	Clerical Personnel		
x	163	Educational Assistants	To pay for SE educational assistants	
x	171	Speech Pathologist	To pay for Speech Pathologist	
	189	Other Salaries & Wages (Specify)		
x	195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
x	198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
x	201	Social Security	Fringe benefits for above salaries	
x	204	State Retirement	Fringe benefits for above salaries	
x	206	Life Insurance	Fringe benefits for above salaries	
x	207	Medical Insurance	Fringe benefits for above salaries	
	208	Dental Insurance		
	210	Unemployment compensation		
x	212	Employer Medicare	Fringe benefits for above salaries	
	299	Other Fringe Benefits (Specify)		
	310	Contracts with other Public Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
x	312	Contracts with Private Agencies	Contract with: Santerra Health	For: Physical Therapy Services
	322	Evaluation & Testing		
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services-Equipment		
	356	Tuition		
	369	Contracts for Substitute Teachers - Certified		
	370	Contracts for Substitute Teachers – Non-Certified		
x	399	Other Contracted Services (Specify)	To contract for additional Speech Therapy Services	
x	429	Instructional Supplies & Materials	To purchase supplemental supplies/materials for the SE classroom	
x	449	Textbooks	To purchase supplementary textbooks for SE students	
x	499	Other Supplies & Materials (Specify)	To purchase materials used by SE students such as specific Reading and Language Arts (Imagine It) materials for students in the CDC classes, Science and Social Studies materials for students in secondary CDC classes along with materials needed to teach life skills	
	535	Fee Waivers		
	599	Other Charges (Specify)		
	725	Special Education Equipment *		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Bristol Tennessee City Schools

Students Support Services/Health Services

	Acct. No 72120	Description	Justification
x	131	Medical Personnel	To pay for nurses working with SE students
	189	Other Salaries & Wages (Specify)	
x	201	Social Security	Fringe benefits for salaries funded above
x	204	State Retirement	Fringe benefits for salaries funded above
	206	Life Insurance	
	207	Medical Insurance	
	208	Dental Insurance	
	210	Unemployment Compensation	
x	212	Employer Medicare	Fringe benefits for salaries funded above
	299	Other Fringe Benefits (Specify)	
	307	Communication	
	330	Operating Lease Payments (Specify)	
	336	Maintenance & Repair Services-Equipment	
	348	Postal Charges	
	355	Travel	
x	399	Other Contracted Services (Specify)	To pay for additional medical services for SE students
x	413	Drugs & Medical Supplies	To purchase drugs and other medical supplies for SE students
x	499	Other Supplies & Materials (Specify)	To purchase health supplies for SE students such as changing pads, probe covers, diabetic supplies, gloves, and basic first aid supplies
	524	In-Service/Staff Development	
	599	Other Charges (Specify)	
	735	Health Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Bristol Tennessee City Schools

Students Support Services/Other Student Support

	Acct. No. 72130	Description	Justification	
	123	Guidance Personnel		
	124	Psychological Personnel		
	130	Social Workers		
	135	Assessment Personnel		
	161	Secretary(s)		
	162	Clerical Personnel		
	164	Attendants		
	170	School Resource Officers		
	189	Other Salaries and Wages (Specify)		
	201	Social Security		
	204	State Retirement		
	206	Life Insurance		
	207	Medical Insurance		
	208	Dental Insurance		
	210	Unemployment Compensation		
	212	Employer Medicare		
	299	Other Fringe Benefits (Specify)		
	307	Communication		
	309	Contracts with Government Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
x	322	Evaluation & Testing	To evaluate and test SE students by guidance, psychological, or assessment staff	
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services - Equipment		
	348	Postal Charges		
	355	Travel		
	399	Other Contracted Services (Specify)		
x	499	Other Supplies & Materials (Specify)	To purchase testing materials and other supplies to assess SE students such as KTEA, Conners, WISC IV, Batelle, and Speech Testing Items	
	524	In-Service/Staff Development		
	599	Other Charges (Specify)		
	790	Other Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Bristol Tennessee City Schools

Support Services/Special Education Program

	Acct. No. 72220	Description	Justification	
	105	Supervisor/Director		
	124	Psychological Personnel		
	135	Assessment Personnel		
	161	Secretary(s)		
	162	Clerical Personnel		
	171	Speech Pathologist (Supervisory)		
	189	Other Salaries and Wages (Specify)		
	196	In-Service Training		
	201	Social Security		
	204	State Retirement		
	206	Life Insurance		
	207	Medical Insurance		
	208	Dental Insurance		
	210	Unemployment Compensation		
	212	Employer Medicare		
	299	Other Fringe Benefits (Specify)		
	307	Communication		
	308	Consultants		
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services-Equipment		
x	348	Postal Charges	To pay for postal charges for SE programs	
x	355	Travel	Travel for SE support Staff	For: Diagnostician and School Psychologist
x	399	Other Contracted Services (Specify)	To contract for Deaf Interpreter and Internet Cable Connection for SE students to access online classes	
x	499	Other Supplies & Materials (Specify)	To purchase additional materials and supplies needed for Internet Cable Connections, additional materials for Deaf and Visually Impaired students	
x	524	In-Services/Staff Development	Staff development for SE support staff such as Northeast SE conference, CPI Training, East TN Supervisors Conference, ASHA Certification Dues, COTA Certification Dues, Asperger's Training	
	599	Other Charges (Specify)		
	790	Other Equipment (Specify)		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page
IDEA, PART B

LEA: Bristol Tennessee City Schools

Transportation

	Acct. No. 72710	Description	Justification
	105	Supervisor/Director (Specify)	
	142	Mechanic(s)	
	146	Bus Drivers	
	162	Clerical Personnel	
	189	Other Salaries & Wages (Specify)	
	196	In-Service Training	
	201	Social Security	
	204	State Retirement	
	206	Life Insurance	
	207	Medical Insurance	
	208	Dental Insurance	
	210	Unemployment Compensation	
	212	Employer Medicare	
	299	Other Fringe Benefits (Specify)	
	307	Communication	
	311	Contract with Other School Systems (Specify)	
	312	Contracts with Private Agencies (Specify)	
x	313	Contracts with Parents	To contract with parents for transportation costs for SE students
	314	Contracts with Public Carriers	
	315	Contracts with Vehicle Owners	
	329	Laundry Service	
	330	Operating Lease Payments	
	338	Maintenance & Repair Service – Vehicles	
	340	Medical and Dental Services	
	348	Postal Charges	
	351	Rentals	
	355	Travel	
	399	Other Contracted Services (Specify)	
	412	Diesel Fuel	
	418	Equipment and Machinery Parts	
	424	Garage Supplies	
	425	Gasoline	
	433	Lubricants	
	450	Tires and Tubes	
	453	Vehicle Parts	
	499	Other Supplies & Materials (Specify)	
	511	Vehicle & Equipment Insurance	
	524	In-Service/Staff Development	
	599	Other Charges (Specify)	
	701	Administration Equipment	
	729	Transportation Equipment	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: Bristol Tennessee City Schools

PRESCHOOL GRANT

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
	116	Teachers		
	128	Homebound Teachers		
	162	Clerical Personnel		
x	163	Educational Assistants	Salaries for EAs working with SE students	
	171	Speech Pathologist		
	189	Other Salaries & Wages (Specify)		
	195	Certified Substitute Teachers		
	198	Non-Certified Substitute Teachers		
x	201	Social Security	Fringe Benefits for Above Salaries	
	204	State Retirement		
	206	Life Insurance		
	207	Medical Insurance		
	208	Dental Insurance		
	210	Unemployment compensation		
x	212	Employer Medicare	Fringe Benefits for Above Salaries	
	299	Other Fringe Benefits (Specify)		
	310	Contracts with other Public Agencies		
	311	Contracts with other School Systems		
	312	Contracts with Private Agencies		
	322	Evaluation & Testing		
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services-Equipment		
	356	Tuition		
	369	Contracts for Substitute Teachers - Certified		
	370	Contracts for Substitute Teachers – Non-Certified		
	399	Other Contracted Services (Specify)		
	429	Instructional Supplies & Materials		
	449	Textbooks		
	499	Other Supplies & Materials (Specify)		
	535	Fee Waivers		
	599	Other Charges (Specify)		
	725	Special Education Equipment *		

C. FINANCIAL INFORMATION (continued)
6. General Purpose Funds Only
Non-Supplanting/Maintenance of Effort

a. Expenditures for 2006-2007

Actual amount expended for students with disabilities served (State's Sp Ed Expenditure Report 2006-2007)	<u>\$1,857,206.80</u>
Total unduplicated count of disabled students served by the school system (End of Year Report 2006-2007)	<u>799</u>
Per pupil expenditures 2006-2007 Divide a (1) by a (2)	<u>\$2,324.41</u>

b. Expenditures for 2007-2008

1. Actual amount expended for students with disabilities served (State Sp Ed Expenditure Report, 2007 - 2008)	<u>\$2,023,603.42</u>
2. Total unduplicated count of disabled students served by the school system (End of Year Report 2007-2008)	<u>560</u>
3. Per pupil expenditures 2007-2008 Divide a (1) by a (2)	<u>\$3,613.58</u>

c. Expenditures for 2008-2009 *

1. <u>Projected</u> amount expended for students with disabilities served	<u>\$2,125,011</u>
2. Total unduplicated count of disabled students served by the school system (End of Year Report, 2008-2009)	<u>601</u>
3. Per pupil actual or projected expenditures 2008-2009 Divide b (1) by b (2)	<u>\$3,535.79</u>
4. System's total net enrollment (All Students)	<u>4,238</u>
Percentage of S.E. Students (Divide c.2 by c.4)	<u>14.18%</u>

DOE USE ONLY

\$

\$

d. Projected Expenditures for 2009-2010

(Page 14, Total Expenditures General Purpose Funds) \$1,832,591.00

- **NOTE: If c.1. and c.3 are less than b.1 and b.3.**, a maintenance of effort problem has occurred. Please submit documentation that justifies this reduction in expenditures. Acceptable reasons to reduce MOE are provided at 34 CFR Part. 300. 204 *Exception to maintenance of effort*. Funding will be held until this is corrected or justified.

There was an increase of 41 students from 2007-2008 to 2008-2009 which caused the per pupil expenditure to decline in 2008-2009.

- **If d. is less than c.1.**, a potential maintenance of effort problem may occur. Work closely with your finance office/management consultant during this school year.

Comprehensive Application for Special Education Services Checklist

Page -Cover Page

LEA SEA

- x ☐ ☐ ALL items in box labeled "To be Completed by Local School System" have been answered.
- x ☐ ☐ The Director of Schools has signed and dated the plan.

Comments:

Part I – Compliance Assurances

Pages 1-2 – Compliance Assurances

- x ☐ ☐ Pages are included.
- x ☐ ☐ Signed and dated by the Director of Schools.

Part II – Statistical Information

Page 3 – Children with Disabilities to Receive FAPE Services from the School System

- x ☐ ☐ Name of School System is given at top of page
- x ☐ ☐ Boxes in Column 1 are completed appropriately by primary disability, by age span and are totaled correctly at bottom of page. (May use end of year report as a method of projecting numbers for new fiscal year.)
- x ☐ ☐ For Column 2 include any students served full-time by contractual agreement. The LEA must submit a contract for any full-time Special Education placements to be approved by the Commissioner within 30 days of initiation of the contract. Totals are correct at bottom of column.
- x ☐ ☐ Totals in Column 3 are correct for each disability (column 1 + Column 2) and for each grade span at bottom of page.
- x ☐ ☐ The total 3 – 5 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
- x ☐ ☐ The total 6 – 21 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
- x ☐ ☐ Column 4 indicates the # of students receiving special transportation and totals are correct. Note: If any students are receiving special transportation, cost for this expense must be included in the appropriate budget page.
- x ☐ ☐ Column 5 includes only those students placed in a private school by the LEA. The totals by age group is correct at the bottom of the column.
- x ☐ ☐ Columns 6(a) and (b) includes only private school children placed by their parents. The totals at the bottom of each column are correct.
- x ☐ ☐ Grand total is correct.

Comments: *The numbers on this page represent an unduplicated count (head count) of students.*

Page 4 – Options to be Provided (Ages 3-5) and (Ages 6-21)

- ☒ ☐ Name of School System is given at top of page.
- ☒ ☐ Indicate number of children served by option. This is a **duplicated count** and should reflect both primary and one secondary option of service.
- ☒ ☐ The total by option and disability either equals the total of Column 3 on Page 3 for 3-5 year olds and 6-21 year olds or is no more than double that number.
- ☒ ☐ Check total number given for Option 6. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds..

Comments: *The LEA is strongly encouraged to use the End of Year Report as a guideline for filling out this page. This is a duplicated count (service count) of students served.*

Page 5 – Permissive Use of Funds

LEA SEA

- ☒ ☐ Yes or No is checked for each item on Page 5.
- ☒ ☐ Use of Funds as Local Funds (5A) worksheet is completed if LEA is requesting this option.
- ☒ ☐ Use of Funds as Local Funds (5B) worksheet is completed if LEA is requesting this option.
- ☒ ☐ Use of Funds as Local Funds (5C) worksheet is completed if LEA is requesting this option. Justification page for budget is attached.
- ☒ ☐ Cover Page of Comprehensive Application is marked indicating Use of Funds to be utilized, if applicable

Pages 6 -13 – Estimated Expenditures

LEA SEA

- ☒ ☐ Name of School System is given at top of page.
- ☒ ☐ Total expenditures for each budget (General Purpose, IDEA Part B, & Preschool) are calculated correctly.
- ☒ ☐ FTE positions are given for appropriate personnel line items.
- ☒ ☐ Check the total number given for Option 6 on page 4. For each option 6 student there is at least ½ FTE of an education assistant or interpreter position budgeted in general purpose funds.
- ☒ ☐ If equipment is over \$5,000 per unit being purchased with Part B or Preschool funds, there is a corresponding equipment page.
- ☒ ☐ All amounts are rounded to the nearest dollar.
- ☒ ☐ Check contracted services amount against page 3, Column 2. If contracted services are paid from the general purpose budget, the LEA may be eligible for partial reimbursement.
- ☒ ☐ If special transportation services are indicated on Page 3, appropriate expenditures are included in the budget.
- ☒ ☐ Total allocations for both Part B and Preschool have been budgeted.
- ☒ ☐ Any budget code with the description "Other " must be detailed in the plan.

Comments: *Budget code substitutions or additions cannot be made in the budget*

Page 14 – Estimated Expenditure Summary

- ☒ ☐ Name of LEA is given at top of page.
- ☒ ☐ Budgeted amounts for each account series and fund types have been transferred correctly from each corresponding budget page.
- ☒ ☐ Calculations for each fund type (General Purpose, Idea Part B, and Preschool) are correct.
- ☒ ☐ Total expenditures for general purpose funds match total on page 16, item c.
- ☒ ☐ If the LEA is going to reduce their level of local expenditures of special education services, the correct column is filled in and computed correctly.
- ☒ ☐ Total award has been budgeted correctly.
- ☒ ☐ Indirect cost has been calculated correctly. Equipment and any monies budgeted under permissive use of funds have been subtracted prior to figuring indirect costs.
- ☒ ☐ Total IDEA, Part B and Preschool amounts have been transferred to the front of the Comprehensive Application.

Calculation for indirect cost: Total Allocation – Any Equipment and/or Permissive Use of Funds = Allocation (less equipment) / Indirect Cost Rate (1.00__ or 1.0__ __) X Indirect Cost % = Maximum Indirect Cost (See sample attached)

Page 15 – Equipment List (IDEA & PreSchool only)

- ☒ ☐ Name of School System is listed at top of page. Appropriate budget is checked.
- ☒ ☐ Any equipment budgeted under IDEA Part B or Preschool requiring prior approval is accounted for on this page.
- ☒ ☐ Budget codes are correct.
- ☒ ☐ Description is appropriate for definition of equipment.
- ☒ ☐ Quantity, Unit Cost, and Total Cost are correct. (**Unit cost is \$5,000 or more; see comments below**).
- ☒ ☐ Justification is given for each item purchased and is appropriate for the account under which equipment is budgeted. Justification is tied to the child's IEP or needs.
- ☒ ☐ Total for page is correct.
- ☒ ☐ If more than one page is needed, grand total of equipment is correct.

Comments: *Equipment requiring prior approval is defined as property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. Minor sensitive equipment are items costing \$100 or more with a life expectancy of three years or longer.*

Equipment must be kept on inventory. For equipment that is lost, stolen, or no longer useable, a letter of disposition must be addressed to the Director of Program Management Services and submitted to your Management Consultant.

Materials and software are not to be included on this page.

Pages – Line Item Justification for the Expenditures of IDEA, Part B & PreSchool Funds

- ☒ ☐ There is a justification for each budgeted account number under the Part B or Preschool funds and the account code is marked.
- ☒ ☐ Account numbers and description of expenditures (complete account name) match the budget.
- ☒ ☐ Justifications are added for all account codes which say "Specify" and for any items without prewritten justifications
- ☒ ☐ All equipment costing \$100 or more but less than \$5,000 is specified on the appropriate justifications page.

Comments: *Do not include FTEs of personnel in the budget justifications—the appropriate FTEs have already been included on the budget pages.*

Page 16 – Non-Supplanting/Maintenance of Effort

LEA SEA

- ☒ ☐ Name of School System is listed at top of page.
- ☒ ☐ Expenditures for items "a" and "b" have been verified for accuracy.
- ☒ ☐ Item c (1), either actual or projected is circled.
- ☒ ☐ If actual figures used, amounts are transferred from State Special Education Expenditure Report correctly.
- ☒ ☐ The total unduplicated count of disabled students served agrees with the June End of Year Report.
- ☒ ☐ Division is correct.
- ☒ ☐ If the LEA is not expending more money (total or per pupil) in item "c" than in item "b", a letter, signed by the Director of Schools must be included with justifications and specific expenditure amounts that equal or exceed the difference
- ☒ ☐ Item "d"—the amount of total expenditures from general purpose funds has been transferred accurately from page 14.
- ☒ ☐ Amount given in item "d" is greater than amount given in Item c (1). **If no**, LEA is notified of potential maintenance of effort problem.

Calculation of
Indirect Cost (Restricted Rate)

$$\begin{array}{ccccccc}
 & & & & & \begin{array}{c} 1.00 _ _ \\ 1.0 _ _ \end{array} & \\
 \hline
 \text{Total IDEA Allocation} & - & \text{Any Equipment} & = & \text{Adjusted Allocation} & / & \text{Ind. Cost} \times \text{Ind. Cost \%} = \text{Max. Indirect Cost} \\
 & & \text{and/or} & & & & \\
 & & \text{permissive use of funds} & & & & \\
 \\
 & & & & & \begin{array}{c} 1.00 _ _ \\ 1.0 _ _ \end{array} & \\
 \hline
 \text{Total PS Allocation} & - & \text{Any Equipment} & = & \text{Adjusted Allocation} & / & \text{Ind. Cost} \times \text{Inc. Cost \%} = \text{Max. Indirect Cost} \\
 & & \text{and/or} & & & & \\
 & & \text{permissive use of funds} & & & &
 \end{array}$$

SAMPLE:

System: Tennessee City Schools

Indirect Cost Rate: 1.23%

$$\begin{array}{ccccccc}
 \underline{8,605,566} & - & \underline{15,000} & = & \underline{8,590,566} & / & \underline{1.0123} = 8,486,185.91 \times \underline{1.23\%} = \underline{104,380.09} \\
 \text{Total IDEA Allocation} & & \text{Equipment} & & \text{Adjusted Allocation} & & \text{Ind. Cost} & & \text{Ind. Cost \%} & & \text{Max. Ind. Cost} \\
 & & \text{and/or} & & & & & & & & \\
 & & \text{permissive use of funds} & & & & & & & &
 \end{array}$$

System: Volunteer County Schools

Indirect Cost Rate: 0.81%

$$\begin{array}{ccccccc}
 \underline{74,152} & - & \underline{0} & = & \underline{74,152} & / & \underline{1.0081} = 73,556.19 \times \underline{.81\%} = \underline{595.81} \\
 \text{Total PS Allocation} & & \text{Equipment} & & \text{Adjusted Allocation} & & \text{Ind. Cost} & & \text{Ind. Cost \%} & & \text{Max. Ind. Cost} \\
 & & \text{And/or} & & & & & & & & \\
 & & \text{permissive use of funds} & & & & & & & &
 \end{array}$$